

Employee Suggestion No. 619

A. Summary of the Suggestion:

The suggester proposes a process for the saving of time on Intellofax requests to the CIA Library. Specifically, when the Reference Librarian desires the Machine Division to include the USSR or any of the satellite blocs as one of the area codes in a request, they would no longer request the areas as separate entities, but rather as Blocs. For example, if the Reference Librarian wanted the USSR and the Far Eastern satellites included in a machine run, he would not ask for each area individually (a total of 8 areas) but rather request area Bloc B and area Bloc F.

B. Evaluation of Concerned Office:

The CIA Librarian has advised the Committee of the following:

"Suggestion Number 619 was adopted with minor modifications by the CIA Library and the Machine Methods Division on 26 October 1953. A saving of approximately two minutes in the handling of each of three requests daily by Reference Branch and Machine Methods Division personnel has been realized during the relatively short period since the suggestion was adopted. The total saving of some six minutes each day are divided equally between the services of one GS-7 librarian and one GS-4 clerk. In view of the very small savings resulting from this suggestion the CIA Library recommends a token payment be offered in recognition of constructive interest in improving library operations.

C. Recommendation:

It is recommended that the Committee consider a token award of \$25 in keeping with Grade D of the Scale of Awards for Suggestions With Intangible Benefits. The intangible benefits resulting from this suggestion would appear to outweigh the tangible savings involved.

*No action - not approved
Part of duties of job*